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RESERVE AFFAIRS BRANCH
MOBILIZATION AND MILITARY PERSONNEL DIVISION

23 November 1959

MEMORANDUM FOR: All Reserve Officers, CIA Reserve Program

SUBJECT: Active Duty for Training within CIA

1. SCHEDULE OF TRAINING:

a. Attached as Inclosure #1 is the approved Schedule of active duty for training within CIA for calendar year 1960.

b. A minimum of 12 students per course has been established by OTR. In the event the minimum requirement has not been met by the last day of registration, the course will be cancelled.

c. Any changes or modification of the announced courses will be disseminated by separate memorandum.

2. ADMINISTRATION:

a. Reserve Officers who desire to apply for training at the Agency training base will submit requests for attendance, either verbally or in writing, to the Chief, Reserve Affairs Branch, 287 Curie Hall (x8582 or 4167) before the date indicated on the schedule as the last day for registration. Requests received after the close of the registration date will not be honored.

b. Applications for this training are provisionally accepted contingent upon the final determination of eligibility by the Selection Committee. Notification of selection or non-selection will be made approximately 30 days after the close of registration.

c. This training may not be requested as an additional or second tour during calendar year 1960 for security reasons.

3. REPORTING:

a. On the effective date of orders, officers will report to Room 1A860, the Pentagon (ARMY) or Reserve Affairs (Room 1308, Bldg 410) Bolling AFB (AIR FORCE) to sign in on duty and complete the necessary pay forms. The sign in procedure will be accomplished in the appropriate service uniform and no later than 1000 hours on the effective date.

b. On the reporting date, officers will report in uniform and with 25X1A baggage to Room 130, Bldg [REDACTED] not later than 0815 hours for movement to the training area.

c. The notification of selection for training will contain instructions concerning the pre-departure briefing.

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4. MESSING AND BILLETS: Each officer will be charged \$1.50 a day for meals while at the training base, and there will be a charge of \$ 1.00 per day to cover occupancy of BOQ.

5. UNIFORM: All officers will report for duty in the dress uniform appropriate to the season of the year. Uniforms and insignia will not be worn during the training period, but may be worn while attending church or while a guest in the homes of friends in the community.

6. WEEKEND LEAVE: Officers will not be permitted to leave the training area except under emergency conditions, to attend church services, or upon invitation of base personnel living in the area.

7. USE OF PRIVATE AUTOMOBILES: Travel by private automobile between Washington and the training area will not be authorized. All transportation will be by government aircraft. Therefore no travel pay or per diem will be authorized.

8. TERMINATION OF TRAINING: Classes will terminate during the mid-afternoon of the last Friday of the active duty training period and officers will be afforded adequate time to turn in equipment and complete preparations to clear the base in order to permit the arrival of the return flight to Washington by 1700 hours.

9. EMERGENCY & MAILING ADDRESS: Each officer, prior to departure (at OTR briefing) will be furnished an emergency telephone number and a routine mailing address for use while out of the Washington area.

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Captain, Inf
C/RAB/MMPD

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INTERNAL TRAINING SCHEDULE

Calendar Year - 1960

<u>DATES</u>	<u>EXERCISE TITLE</u>	<u>EFFECTIVE DATE OF ORDERS</u>	<u>LAST DAY FOR REGISTRATION</u>
1-12 February		29 January 1960	22 December 1959
15-26 February		12 February 1960	5 January 1960
13-24 JUNE		10 JUNE 1960	2 MAY 1960
16-27 May		13 May 1960	6 April 1960
30 May - 10 Jun		27 May 1960	20 April 1960
11 - 22 July		8 July 1960	1 June 1960
5 Sep - 16 Sep		2 September 1960	26 July 1960

* Cancelled - Look SF Appointments

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